

**Internship Application**  
**Office of Congressman Mark Kirk**  
**U.S. House of Representatives**

\*Note: According to the Rules of the United States House of Representatives all applicants MUST be enrolled in an educational program that grants school credit to participants in internship programs. Applicants must be prepared to provide documentation of their enrollment in such a program.

I: Contact Information:

Name: _____	Date of Birth: _____
Home Address: _____	School Address: _____
_____	_____
E-mail: _____	Home Phone: _____
Work Phone: _____	Cell Phone: _____

II: Position Specifications (some flexibility):

Please circle desired session:

Availability

I: January – May

Monday: \_\_\_\_\_

II: May – July

Tuesday: \_\_\_\_\_

III: July – September

Wednesday: \_\_\_\_\_

IV: September - January

Thursday: \_\_\_\_\_

Friday: \_\_\_\_\_

III: Additional Information:

Please attach with this application:

1. A copy of your resume
2. A one-page cover letter which explains why you want to intern in Congressman Kirk's office. Also include information that is not on your resume that will help us with the selection process.
3. Two letters of recommendation

Please e-mail or fax this application to the appropriate office:

Northbrook Office  
Contact: Andrew Field  
Phone: 847-940-0202  
E-mail: [Andrew.Field@mail.house.gov](mailto:Andrew.Field@mail.house.gov)  
Fax: 847-940-7143

DC Office  
Contact: Brette Davis  
Phone: 202-225-4835  
E-mail: [Brette.Davis@mail.house.gov](mailto:Brette.Davis@mail.house.gov)  
Fax: 202-225-0837

**If you have any further questions, contact Brette Davis at 202-225-4835.**